



JOB DESCRIPTION

Diocese of Canterbury Strategy -

Changed Lives : Changing Lives

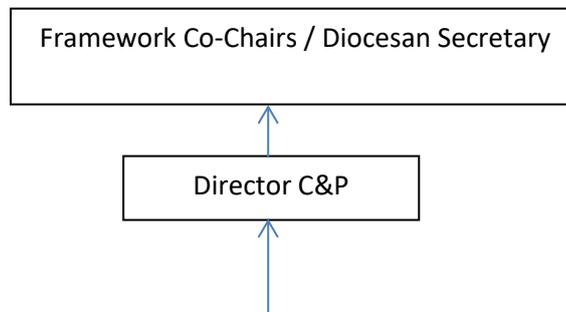
Our Framework, Communities and Partnerships, delivers the strand of our diocesan strategy "Engaging with Disadvantaged Communities"

Job Title	Director of Communities and Partnerships Framework
Reports to	Diocesan Secretary/ Framework Co-Chairs
Grade	10 Salary circa £46k per annum

Please note that this post is open to lay and ordained on employment terms and the employer will be the Diocesan Board of Finance.

Job Location: Old Palace, Canterbury

Internal structure chart:



Framework Officers: Executive PA and Framework Administrator, Pilgrimage & Events, Communications, Refugees – these being the core team

Other members of the team include the University Chaplain, Environment (volunteer), DAC and Care of Churches Officer and Assistant, Together CUF, Rural Business Chaplain, Calais Chaplain, Ignite Project Leaders (who in turn oversee 12 Ignite enablers).

Aims and Objectives:

- To lead and develop the work of Communities and Partnerships Framework, its specialists and constituent groups.
- Promote the social justice and rural agenda within the Diocese, its parishes and communities as integral part of Christian mission and ministry.
- To formulate and foster partnerships with faith and secular organisations including local authorities, national and international organisations who have a common agenda with us

- To engage with creative and imaginative social action and share of good practice across the Diocese.
- To ensure the Bishop and Senior staff are kept abreast of emerging issues and opportunities
- To keep abreast of the ecumenical dimension of this agenda for example through the Kent Faith Leaders and Kent Workplace Mission.

Main Duties:

- To develop and deliver strategically the work of the Framework by addressing the social justice and rural needs and projects in the Diocese with parishes and their constituent communities in line with the Diocesan Strategy.
- To develop and review the annual Framework programme and identify delivery of projects, and to set achievable targets.
- To assess needs within the social action and rural agenda and how these can be addressed, usually in liaison with other partnership organisation who may have interest and experience to share.
- To be discern and be responsive to an evolving agenda, address impact of government policy where appropriate and its effects on local communities and their activities.
- Through the Framework programme to identify skills and staffing to ensure work is completed. To keep this under review in liaison with the Framework Advisory Council and Project Officer Boards/Reference groups.
- Line management of the Framework officers
- Ensure representation on Boards, Project Boards/reference groups.
- To set and manage the annual Framework budget (£250,000) and project budgets (c. £200,000) with Diocesan Director of Finance, and Framework Chairs.
- Regularly review budget, income and staffing levels. Many projects are delivered in financial partnerships which come and go. There will be a need to monitor and explore funding for posts.
- Through record keeping and reporting the Director liaises with external bodies on delivery of projects, and ensures their sustainability and where appropriate their longevity.
- To work with Diocesan, statutory, secular, regional and national bodies on the implementation of activities to address national policies or directives.
- To liaise and contribute to local, regional and national debate through evidence of work undertaken within the Diocese, statistical information and case studies.
- To present to the Episcopal Steam Team of the Diocese as requested on social justice and rural issues.

Contact with others-

Internal:

- Diocesan Secretary, Bishop and Archdeacons
- Framework Chairs
- Framework officers
- Other Diocesan House officers and support staff
- Archbishop's Council

External:

- Archbishops' Council Mission and Public Affairs Department and National officers
- Contacts within County and Unitary Local Authorities
- Rural Boards
- County Ecumenical Councils and their SR representatives
- Staff of voluntary organisations
- South East Region Social Responsibility Officers
- Community networks
- Christian organisations involved in social issues

Person Specification

Qualifications/ Education required	<ul style="list-style-type: none">• Ordained priest• Theological training and study• Post graduate qualification/s	Desirable Essential Desirable
Experience required	<ul style="list-style-type: none">• Proven ability to deliver effective project outcomes.• High level of social skills.• Managing and oversight of members of staff.• Experience of managing budgets.• Experience of working with parishes, deaneries, those from other sectors from both voluntary and statutory organisations• A working knowledge of the Church of England and commitment to its mission.• An openness to work with ecumenical partners, and those of other faiths.• To be able to forge and develop projects.• Excellent organisational skills to manage and prioritise a variety of competing demands.• Designing and delivering resource events on specific and emerging themes (eg justice forums, consultations, conferences).	

Knowledge & Skills Required	<ul style="list-style-type: none"> • Excellent IT skills • Excellent interpersonal skills and a positive, flexible attitude. • Financial knowledge of accounts and budgeting • Excellent organisational, planning and time management skills • Strong verbal and written communication skills • Ability to develop professional and credible relationships in all aspects of the position that result in stable, consistent, reliable internal and external information flow. • Ability to work within a restricted budget • Ability to work to deadlines, project planning and adjustments if targets are not met. • Negotiation skills • Ability to analyse and problem solve • Use of social media 	
Circumstances	<ul style="list-style-type: none"> • Travel within the diocese; • Weekend and evening working; • Driving licence or other means of transport is needed; • Subject to Enhanced DBS check. 	

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, those we serve and other persons with whom we deal with are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Standards of Behaviour and Conduct

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

The Post holder must have an up to date Enhanced Disclosure and Barring Service (DBS) clearance.

The Post holder must act in compliance with data protection principles and GDPR in respecting the privacy of personal information held by Diocesan House and the Diocese.

The Post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Diocesan House records and information.

The Post holder must carry out their duties with full regard to the Diocesan Employee Handbook, including Equal Opportunities and Health & Safety.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your salary and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.